



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on 3rd October 2022
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Patten	Clerk
G Pickhaver	Chair - Trust Appointed Governor	J Coleman	Staff
C Sexton	Vice Chair - Trust Appointed Governor		
F Anderson	Staff Governor		
C Newstead	Trust Appointed Governor		
K Cornish	Parent Governor		
S Warricker	Parent Governor		
A Seager	Associate Governor		

Key:			
FSM	Free School Meals	RM	Rob Martlew - CEO Synergy MAT
RWI	Read, Write, Inc	RLL	Richard Levell – Synergy Finance Officer
SEN	Special Educational Needs	PAN	Pupil Admission Number
NOR	Number on role	RW	R Watton (Estates Manager)
SLT	Senior Leadership Team	RL	R Lord (Executive Primary Head)
EYFS	Early Years Foundation Stage	Green text	Governor challenge / support
MAT	Multi Academy Trust	Blue text	School response to challenge
LGB	Local Governing Board	Red text	Governor decision
PST	Pastoral Support Team * documents available on Govhub		

Agenda items	Action	Date
<p>1.</p> <p>i. Apologies were forwarded from:- AN, KA Apologies accepted</p> <p>Proposed: SW Seconded: GP</p> <p>ii. This meeting was quorate</p>		
<p>2.</p> <p>i. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</p>		

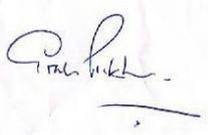
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<p>None</p> <p>ii. Governor's Annual declaration of pecuniary and prejudicial interests:-</p> <p>Majority of Governors returned annual declarations. Clerk to request outstanding declarations.</p>		
<p>3. Governor's Code of Conduct *:-</p> <p>Majority of Governors have received, read, adopted the updated Code of Conduct for Governors. Clerk to request outstanding declarations.</p>	Clerk	a.s.a.p.
<p>8. School Improvement, Teaching and Learning:-</p> <p>i. Data: End of Key Stage results from 21/22 End of Key Stage targets for 22/23 (Foundation Stage, KS1, KS2 Data Stories) * (see written report *)</p> <p>AS presented written report to Govs. Results showed slightly below National average. Higher expectation really strong due to 'Big Read' and extra inference work. As county Moderator for writing AS has been able to conduct accurate internal moderating. JG commented that the basics are still missing for some pupils, therefore specific focus in certain areas will have impact. JG added that results can also be about cohort. This can be a real mix. There are some reasonably strong cohorts coming through. GP queried where APS sat in terms of results compared to other schools in the Trust. JG responded that APS sits roughly in the middle in most areas. AS supported that writing was within the top few. Some areas were very close but missed by 1 or 2. The boundaries are the same as 2020. JG added that data is helpful but knowing pupils is most important factor. AS to conduct more moderation across the school.</p> <p>SW queried whether the LA data comparisons were based on all schools in the area. JG responded that they were based on those who use Pupil Asset. The next data drop will be beginning of December and pupil progress will take place for all pupils. AS explained that at pupil progress meetings writing will be the focus. L LeRose has just completed her first full year 6 so is now familiar with the procedure.</p> <p>Govs expressed thanks for the data which was clearly presented.</p> <p>ii. Analysis of 2022 public examination outcomes (overall, SEND, disadvantaged, more able, boys and girls sub groups) * (see written report *)</p> <p>JC presented written report to Governors. JC explained that there is already support in place for KS1 to reach targets. Attainment lower but expected due to circumstances. GP questioned whether the results are what staff expected with the effect of Covid. JG reported a similar range of data results for KS1 across the Trust. AS confirmed that this had been the expectation, giving example of teaching writing as a professional skill which would have been hard for parents to emulate. JC concluded that staff were pleased with</p>	Clerk	a.s.a.p.

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results but they are not what would normally be expected.

GP questioned whether there was anything that staff need to support progress. **JG** explained that what was needed was time. Phonics results have been very strong. All systems are in place and robust and are proven to work but require time to deliver. **JC** supported that Phonics groups began at the very beginning of term without delay. **GP** questioned whether a ¾ timetable for **JC** would benefit progress. **JG** responded that time with the children is of paramount importance and expressed concerns that the curriculum isn't narrowed. **CS** queried whether staff felt that the current gap in attainment would carry through or whether pupils will catch-up. **JG** responded that the gap would be hard to close, pointing to the emotional development of pupils which has been heavily supported by **PST** in order to make pupils ready to learn.

CN commented favourably on the current use of lined pages to promote handwriting skills. **AS** supported that the school has bought into a new scheme, 'Letter-join' to assist with the practice of handwriting. Other schools in the Trust have been using this and have noted positive results.

GP thanked **JC** for her input.

JC leaves meeting at 16:49

7. Admissions Policy / PAN September 2023:-

PAN to remain at x30 pupils

5. Election of Chair:-

Govs voted unanimously to elect **GP** as Chair of LGB

Proposed: **CN**
Seconded: **SW**

6. Election of Vice Chair:-

Govs voted unanimously for **CS** to continue as Vice Chair of LGB
(as discussed in item 3 / 4 / 11.1 c at LGB meeting 27th June 2022)

Proposed: **SW**
Seconded: **CN**

4. Minutes and Action points from LGB Meeting 27th June 2022 and matters arising:-

The Minutes of the meeting held on 27th June 2022 previously circulated were discussed as an accurate record.

Proposed: **JG**
Seconded: **KC**
(Minutes signed off 5th October 2022)

Action Log:-

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Agenda Item no.	Status / Comments	Action Owner / date
5.2	Monitor Implementation of RSE Policy CS to report to LGB in September	actioned
3 5 3.1	AN to support staff CPD in foreign language teaching	closed
4 11 2	Govs to register to access the Modern Governor training courses via Govhub (see email forwarded to all at Easter holiday). Clerk to resend email with information regarding access to Modern Governor training.	actioned / closed
4 11.1 c	Clerk to update CS to Vice Chair role.	actioned
4 12	Timetabling of Curriculum Lead reports to be reviewed for September.	actioned
6 a	CS requested feedback from pupils and staff for recent Soul Space. JG suggested sending out a soul space questionnaire feedback for classes to report to Govs in September.	closed
b	Trust INSET day 5th September . Clerk will update timings for Safeguarding Training on 5th September for Govs when scheduled.	actioned
7	CS to arrange date with office for Autumn term full Safeguarding Audit.	t.b.c. (see also item 16)
9.1	GP proposed that the candidate with IT and Governor experience be invited to join the LGB in September and Govs agreed. GP to make further contact.	actioned
9.3	Govs encouraged to fill in template for Governor Visits (Govhub) and return forms for visits such as school trips and Sports Day / Soul Space etc.	Govs ongoing
9.4	Governor Responsibilities to be re-drawn in September. (GP responsibility for Premises in the interim)	actioned
9.5	KC completed training in Pupil Premium – Modern Governor online course.	actioned

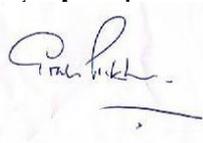
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	Clerk to update Govhub training record and research Pupil Premium Training for KC .	actioned		
10	x7 Policies adopted by LGB to be forwarded to K Hunt	actioned		
11	Govs discussed and supported APS in the potential opportunity to benefit from links with the High Schools in the Trust; to gain insight into secondary subject curriculum, share practice, skills and knowledge with the express purpose and benefit of ensuring good progression from Primary to Secondary. Governors would like to see APS staff supported in their attempts to make meaningful contact and collaboration with curriculum leads in secondary and primary settings.	actioned		
<u>Matters arising:-</u>				
None				
<u>10. Headteacher's Report:-</u>				
JG delivered a verbal report to Governors:				
NOR	215			
Attendance	93.30% (5% authorised and 1% unauthorised)			
High levels of illness reported across the first few weeks of term.				
Premises:				
Health and Safety report complete or ongoing. Ocean Room will be refurbished for Trust meetings. School waiting for this to begin. Reception class railings will be extended to allow for more outdoor space. Waiting for this work to begin. Issues with the boiler are ongoing. Email received has offered options with prices including addressing legionnaires issue. JG stated that the school will not pay for work which was defective on original build.				
Staff:				
x2 new ECT have begun and appointments very successful. Both ECTs have mentors. K Hamilton has AS as mentor. K Light has S Denton as mentor. Each receive training and observation and 1 hour coaching a week. Training received online and JG has oversight. Benefits very positive. AS supported that training is very focused and specific. JG receives progress reports every week.				
X2 1:1 new members of staff with EHCP pupils. Staff fitting in well and are working with challenging pupils.				
X1 HLTA off with injury.				
K Hunt Office Manager leaving at the end of half term. SW queried whether the role				

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would amend / adapt. **JG** responded that the role is less likely to be **SLT** role. **GP** supported that jobs evolve around people. **CS** queried the salary of the position advertised and **JG** explained it was a Scale F term time only post.

J Riches leaving at the end of first Autumn half term.
C Cox has completed Sports Apprenticeship.
New Sports Apprenticeship began in Autumn term and then left to do A'levels.

Teacher appraisals to be completed by 31st October.
J Dart, **L LeRose**, **L Wreford** all nearly finished LTD.
F Anderson has completed NPQSL and **JG** to become NPQSL facilitator.

Last academic year saw the first full year of school curriculum. Now using 'Cornerstones' for curriculum subjects including English and Maths. Scheme does not include Music, P.E. Or Life Skills. **JG** doesn't want curriculum leads to loose sense of empowerment over subjects. **LLR** to visit Antingham and Southrepps to see Cornerstones via Art Curriculum in action and to gain general overview.

Lesson observations with staff will continue. Book Browse will continue for all subjects. Information evening upcoming for Big Read, Behaviour and Phonics.
R Lord came in recently to look at **SEF / SIDP** and to conduct learning walk. Really pleased with what he saw and noted consistency in writing across the school.

R Lord to join next Governor's meeting 14th November (16:00). Clerk to contact with adjusted meeting time.

Clerk a.s.a.p.

Trust Well-being meeting group to meet periodically with representatives **C Riches** and **J Coleman** from **APS**. **CS** queried whether the Well-being meeting group was for staff or pupils. **JG** responded that this was for both but most especially staff. The Trust Well-being Charter was presented at recent SDD. Waiting for this to be signed off by the Trust. **Clerk** to query progress.

Clerk a.s.a.p.

New Trust Professional Development appointment has been made to work across the Trust.

Ofsted: Monitoring for updates.

x2 Section 47 over the summer.
x1 Family Help
x3 FSP

SW queried whether this requires a lot of work for school. **JG** acknowledged that it can involve time consuming meetings but that these are really important. **PST** are supporting this process.

Finance:

On track with a healthy carry forward.
New HR and Finance system introduced across the Trust this Autumn. HR is a new firm 'Schools Choice' for Payroll and are good improvement on previous choice.

JG explained the new 'Trust Academy Conversation' submission that each school across the Trust will submit twice a year with information drawn from Pupil Asset. **JG** has expressed concern to the Trust regarding the potential for repetition of data submission. **RL** and **RM** to meet and discuss. **CS** queried the reasoning behind the submissions. **JG** responded that the main purpose was bench-marking between schools and the Trust. **GP** added that there are many questions about the

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usefulness of the system. **JG** explained that the system's introduction is pending and **Govs** will be updated.

9. Governor Responsibilities:-

Governor Responsibilities updated.

Clerk to forward update to staff and update Governance Statement for website.

Clerk

a.s.a.p.

10. SEF / SIDP Review:-

SEF and **SIDP** updated in relation to Ofsted inspection areas for improvement i.e. areas of consistency in teaching.

SEF and **SIDP** to be shared with staff imminently.

SIDP x5 main areas:-

Teaching and Learning

English

Maths

Well-being and Inclusion

Governors

FA added that Maths has been updated on **SIDP** to show specific intent and fluency by linking every lesson to objectives and daily revision with the aim of raising attainment. **AS** added emphasis on consistency in writing across school via Handwriting and the importance of the new school library which is about to be transformed with approx. £6,000 carry over and £4,000 from Friends. Area is about to be painted, refurbished and re-stocked with new books and launched as a central hub for the whole school. It will not be used as a break-out area but as a proper library.

SW queried whether pupils would be allowed to go to the library to read at breaktimes. **JG** responded that this would be an option in the future and library monitors appointed.

Staff professional development plan has been written for teachers and is in the process of being written for support staff. x3 extra SDDs will be added to existing days.

12. RSE Policy Review *:-

CS submitted a written report to Governors.

CS explained the importance of ensuring that parents understand the purpose of RSE and how important it is to the curriculum.

13. Synergy LGB scheduled items:-

i. **Governor vacancies / terms of office**

x3 Trust Governor x1 Parent Governor vacancy

Govs discussed issues of recruitment and retainment of Governors. Time and family commitments are a factor and also perception of what the role involves. **GP** pointed to the need for skills / experience in IT and premises on the **LGB**.

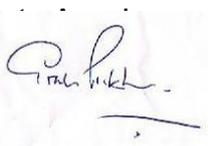
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<p>Clerk prompted Govs to consider whether the LGB pushes for new members or decides to reconstitute and reduce number.</p>							
<p>Govs decided to advertise initially and consider reconstituting if roles remain vacant. GP to contact Holt Chronicle, Briston Parish Community News and to consider talking to parents at upcoming Phonics evening.</p>	GP	a.s.a.p.					
<p>Link to information on the website for prospective Govs to be re-tweeted</p>	Clerk / JG	a.s.a.p.					
<p>CN express interest in renewing her term of office which concludes in 24th November 2022. Clerk to apply to the Trust.</p>	Clerk	a.s.a.p.					
<p>ii. Annual Governance Statement * Updated and will be published on the school website. Clerk to forward.</p>	Clerk	a.s.a.p.					
<p>iii. Governor Training - Including 'Keeping Children Safe in Education 2022'</p>							
<p>Govs have completed Safeguarding Training and have read 'KCSIE' SW to complete training online a.s.a.p and will inform Clerk to update records. Govs discussed training opportunities forwarded from the Trust (see item 14.2)</p>	SW	a.s.a.p.					
<p>iv. Governor Action Plan (see SEF / SIDP item 11)</p>							
<p>v. Governor Deep Dive Scheduled for 14th November with LGB meeting to follow at 16:00. Clerk to message all Govs with revised time for meeting and Deep Dive date. Govs to forward ideas direct to GP for areas to cover in Deep Dive a.s.a.p.</p>	Clerk	a.s.a.p.					
<p>vi. Governor Visits Govs reminded to fill in Governor visit sheets for any visits to school / school trips.</p>	Govs	a.s.a.p.					
<p>14.</p>							
<p>i. Information disseminated from the Trust Board:- Govs were forwarded information from the Trust regarding new training provider, how to access and what support is available for Govs, Chair and Clerk.</p>							
<p>ii. Information for the Trust Board:- There are also x3 LGB training sessions which will be arranged through the Trust. Govs discussed areas of preference:-</p>							
<table border="1"> <tr> <td data-bbox="248 1630 845 1675">'Effective Governance'</td> </tr> <tr> <td data-bbox="248 1675 845 1720">'Governor Visits'</td> </tr> <tr> <td data-bbox="248 1720 845 1765">'Understanding Assessment Data'</td> </tr> <tr> <td data-bbox="248 1765 845 1809">'Introduction to Pupil Welfare and Well-being'</td> </tr> <tr> <td data-bbox="248 1809 845 1852">'Risk Management'</td> </tr> </table>	'Effective Governance'	'Governor Visits'	'Understanding Assessment Data'	'Introduction to Pupil Welfare and Well-being'	'Risk Management'		
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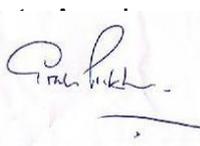
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<p>'Premises' 'Finance' 'Looked After Children'</p>			
<p>15. Correspondence:-</p>			
<p>(see item 14)</p>			
<p>16. Any other business:-</p>			
<p>i. Safeguarding Policy Update forwarded to all Govs and adopted by the LGB. ii. CS to arrange Safeguarding Audit with Office.</p>			
<p>CS commented that the recent Safeguarding Training on SSD in September was a very successful format. CS wished to pass on thanks to JC.</p>			
<p>Meeting closes 18:00</p>			
<p>Date of next meeting Monday 14th November 2022 at 16:00 on school premises.</p>			
<p>Next Subject Leader Reports and Link Governors:</p>			
<p>Maths</p>	<p>Freya Anderson</p>	<p>Sarah Warricker</p>	<p>CS / Office a.s.a.p.</p>
<p>English</p>	<p>Alex Seager</p>	<p>Karen Cornish</p>	
<p>Governors please make contact with Subject Leads ahead of reports due. (reports due two weeks before meeting)</p>			

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
2.2	Clerk to request outstanding declarations.	Clerk	a.s.a.p.
3	Clerk to request outstanding declarations.	Clerk	a.s.a.p.
4 9.3	Govs encouraged to fill in template for Governor Visits (Govhub) and return forms for visits such as school trips and Sports Day / Soul Space etc.	Govs	a.s.a.p.
10 a	R Lord to join next Governor's meeting 14 th November (16:00). Clerk to contact with adjusted		

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	meeting time.	Clerk	a.s.a.p.
b	The Trust Well-being Charter was presented at recent SDD. Waiting for this to be signed off by the Trust. Clerk to query progress.	Clerk	a.s.a.p.
9	Governor Responsibilities updated. Clerk to forward update to staff and update Governance Statement for website.	Clerk	a.s.a.p.
13.1	GP to contact Holt Chronicle, Briston Parish Community News and to consider talking direct to parents at upcoming Phonics evening regarding vacancies on the LGB	GP	a.s.a.p.
13.2	(see item 9)		
13.3	SW to complete training online a.s.a.p and will inform Clerk to update records.	SW	a.s.a.p.
13.5	Deep Dive scheduled for 14th November with LGB meeting to follow at 16:00.		
a	Clerk to message all Govs with revised time for meeting and Deep Dive date.	Clerk	a.s.a.p.
b	Govs to forward ideas direct to GP for areas to cover in Deep Dive a.s.a.p.	Govs	a.s.a.p.
13.6	(see item 4 9.3)		
14.2	Clerk to Trust please see item 14.2 for details of training areas the Astley LGB would appreciate covering	Clerk	a.s.a.p.
16.2	CS to arrange Safeguarding Audit with Office.	CS	a.s.a.p.

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